

# Pre-Employment Background Investigation Authorization Form

(Please Read Carefully Before Signing)

The Fair Credit Reporting Act (Amended 2009) has stipulated that we inform you that a background investigation may be processed as part of the screening and selection process for employment as requested by \_\_\_\_\_ (employer). This Background check will be conducted solely for that purpose and will not be used in a discriminatory manner by the parties noted in making appropriate business decisions or released to any other receiver.

This investigation may include inquiries to gather legal information regarding your personal characteristics, mode of living, character and general reputation. These results may be used to verify specific information provided by you on an application, resume or during the interview process. If a completed report contains negative information, you have the right, upon your written request within a reasonable time, to a free copy of the report from the consumer agency that provided the information.

Please print clearly and legibly to ensure correct information.

I \_\_\_\_\_(applicant's name) authorize Integra Confidential LLC and its agents to investigate my background as it pertains to employment, appointment or volunteering considerations. This may include information contained in public records that could include credit history, criminal files at the county, state and federal jurisdiction levels, motor vehicle records investigations of employment history and performance, and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document may be substituted for the original. This document shall be valid for a period of two years from the date of my signature.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Full Name of

Applicant \_\_\_\_\_

**Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Applicant Date of Birth** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(Month, Day, Year)

**Driver's License #** \_\_\_\_\_ **State of Issue** \_\_\_\_\_

**Please list all of your addresses for the past 5 years, starting with the current one and going back five years. Include Mailing Address with City, State, Zip Code and County with Dates of Residency.**

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**Have you ever been convicted of a crime other than minor traffic offenses? Yes\_\_ No\_\_**  
**If Yes, Please Explain Charges: (Use an additional sheet of paper if necessary).**

**In What State, County and Year did these convictions occur?**

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**Other names you have used, including maiden names and the date(s) your name(s) changed**

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(For MN/CA residents only): Do you wish to receive a copy of your report? Yes\_\_\_\_ No\_\_\_\_

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***For Administrative Use:*** Check the requested searches and fill in the appropriate information

Single State Criminal Search \_\_\_\_\_

Which Single State \_\_\_\_\_

National Criminal Search (excluding Co) \_\_\_\_\_

National and Colorado Criminal Search \_\_\_\_\_

OIG/GSA Sanctions List \_\_\_\_\_

Previous Employer References \_\_\_\_\_

List any other Investigations Requested \_\_\_\_\_

End-User Information: \_\_\_\_\_

(email or fax address where would you like this information sent)

Please submit this form by email to [prex@integraconfidential.com](mailto:prex@integraconfidential.com)